

## Briscoe Jr. High NJHS

### **President**

#### Qualifications

- Demonstrate responsibility
- Have organization skills
- Relate well to others
- Can speak publicly
- Will to use initiative

#### Duties

- Organize and conduct regular and executive meetings
- Prepare and carry to meeting agendas in conjunction with advisor
- Oversee all NJHS activities
- Supervise committee chairpersons as necessary
- Mentor probationary members

### **Vice- President**

#### Qualifications

- Demonstrate responsibility
- Have organizational skills
- Relate well to others
- Is flexible
- Is creative

#### Duties

- Take over duties in absence of president
- Assist president as required
- In final authority or Robert's Rules of Order
- Arrange necessary publicity
- As a NJHS historian
- Maintain scrapbook
- Mentor probationary members

## **Secretary**

### Qualifications

- Show attention to detail
- Can meet deadlines
- Have a good English and note-taking skills
- Have organizational skills

### Duties

- Keeps written and computerized record of all regular and executive board meetings
- Keep attendance records on all students
- Receive and respond to all NJHS correspondence under supervision of advisor
- Maintains individual member service and leadership files
- Coordinate committee records
- Prepare annual report to National Organization
- Mentor probationary members

## **Treasurer**

### Qualifications

- Honest
- Have good math skills
- Have organizational skills

### Duties

- Keeps written and computerized record of income and expenses
- Collect necessary money
- Prepare annual budget request as recommended by executive board
- Maintain record of members' ASB status
- Mentor probationary members

## **Sergeant-at-Arms**

### Qualifications

- Responsible and dependable
- Is willing to use initiative
- Can meet deadlines
- Relates well to others
- Is able to give directions

### Duties

- Arrange and prepare room for regular and executive board meetings
- Assist secretary with meeting attendance
- Maintain order at meetings
- Publicize meetings and activities to members